

CONNOR SCHOOL

COVID-19 RETURN TO SCHOOL

GREEN PLAN

FOR IN-PERSON INSTRUCTION

UPDATED JULY 23, 2020

TABLE OF CONTENTS

GREEN PLAN

Bus.....PAGE 3

Arrival.....PAGE 5

Classroom.....PAGE 6

Recess.....PAGE 8

Meal Time.....PAGE 9

Dismissal.....PAGE 10

Hallway, bathrooms and office.....PAGE 11

If symptoms are present.....PAGE 12

YELLOW PLAN.....PAGE 13

RED PLAN.....PAGE 16

CONNOR SCHOOL COVID-19 BUS PLAN

Prior to beginning of the school year-

Drivers should set seating plan following these guidelines:

1. Consider order that students board the bus to allow boarding to occur from back to front as much as possible. Younger children ages 4-6 will have assigned spots in the front of the bus. Siblings will sit with these children at the front.
2. One child per seat, unless they reside in the same home or attend the same daycare.
3. Clearly mark names of students on seats
4. Provide a copy of the seating plan to the school office
5. Report any changes to the plan to the office immediately and note changes on sub plan in binder for any sub drivers.
6. Clearly post rules of the bus in front and back of bus where clearly visible to all students.
7. Windows will be cracked open as weather permits to increase ventilation within the bus.

AM RUN- The bus driver will complete two routes in the morning with a drop off of students in between.

GROUP #1 includes all students who live in outlying areas (Beaulieu Rd, Madawaska Rd, Cote Rd, etc), students who live on Van Buren Rd. north of the school on the right hand side of the road and all students who live at the old Base Housing.

GROUP #2 includes all students south of the school and all students who live on the right hand side while driving south from the base housing to the school.

During Route-

1. Drivers must wear face mask/face shield at all times, while students are present on the bus.
2. Students should sanitize hands upon boarding bus
3. Students must wear a face mask at all times.
4. Students must sit in assigned seats
5. All other bus safety rules apply.
6. Report any issues to the office daily using the bus report form immediately.

Proper Sanitization of the bus-

1. Handrails and seats must be properly cleaned and sanitized after each route.
2. All trash removed from the bus daily.
3. Request any cleaning supplies/PPE from the school as needed.
4. Cleaners/sanitizers cannot be stored on the bus unless stored in a secure container. Note temperature recommendations on each product.

COVID-19 BUS PLAN (CONTINUED)

PARENT RESPONSIBILTIES

Students (parents/caregivers) must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. The school will provide information to families to support them in conducting this check. Any student showing symptoms must report their symptoms and not be present at school. The schools will provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.

CONNOR SCHOOL COVID-19 ARRIVAL PLAN

STAFF RESPONSIBILITIES

Staff members must conduct self-checks for symptoms prior to entering school buildings each day. Administration will provide information to staff to support them in conducting this check. Any person showing symptoms must report their symptoms and not be present at school.

PROCEDURE

1. Students will arrive at school in 3 groups. Each group will arrive at a designated time.
 - a. Group #1 - Outlying areas, students north of the school and the base housing.
 - b. Group #2 will consist of students living south of the school and students on right hand side south of base housing.
 - c. Group #3 will consist of students who are driven by parents.
2. Upon arrival, students in groups #1 and #2 will leave the bus and be greeted at the front doors by two staff members.
 - a. Students and staff will be masked.
 - b. Lines will be marked and students will divide into two lines for symptom checks, adhering to social distancing guidelines.
 - c. Staff members will ensure that symptom checks and temperature checks are performed and that all students sanitize hands safely and correctly upon entering the building .
 - d. Once a student has moved through the line, they will proceed into the building and to their classroom.
3. Upon arrival, group #3 will exit their parents vehicle.
 - a. Children will say goodbye to parents at the vehicle.
 - b. Children will put on a mask and approach the school entry.
 - c. Staff members will ensure that symptom checks and temperature checks are performed and that all students sanitize hands safely and correctly upon entering the building .
 - d. Once a student has moved through the line, they will proceed into the building and to their classroom.
 - e. If parents arrive while group #2 is still in line, parents and children must remain in vehicle until group #2 has been completely cleared for entering building.

**EMPLOYEES MUST WASH HANDS PRIOR TO AND UPON COMPLETION OF
THE SCREENING PROCESS.**

CONNOR SCHOOL COVID-19 CLASSROOM PROTOCOLS

PRIOR TO RETURN-TO-SCHOOL

1. Desks will be placed 6 feet apart with positions marked on the floor.
2. Line will be marked on floor to divide the “teacher space” from the “student space.”
3. If whole group floor area is utilized for teaching, sitting spots must be taped to the floor to allow social distancing in this area.
4. Standing in line with other students is discouraged but if a student must stand in line, social distance stickers will be placed on the floor to designate 6 ft spaces.
5. Classrooms will be stocked with classroom-acceptable cleaners, PPE and thermometers for teacher use. Please report any cleaners/PPE that you need to the office.

ONCE STUDENTS RETURN TO SCHOOL

1. Masks must be worn at all times. There will be scheduled mask breaks for each classroom, preferably outside.
2. Masks must be worn when a student or teacher leaves their assigned space, especially if they are moving into someone else’s space or when social distancing is not occurring.
3. Morning and Afternoon announcements will be conducted via youtube.
4. Teachers are encouraged to plan outdoor learning opportunities, project-based learning opportunities and/or learning opportunities that utilize apps such as google classroom and zoom as much as possible.
5. There is NO sharing of materials. Students will have their own pencil boxes with materials inside. It may be necessary for students to have 2 pencil boxes, one for regular supplies such as pencils/crayons and one for extra supplies such as scissors, glue, etc.
6. Teachers will introduce and encourage no-contact ways to greet each other safely such as an air hug, thumbs up, dance, silly face, spirit fingers or a wave.
7. Teachers will teach and direct students to cough or sneeze into their elbow or alternatively, cough or sneeze into a tissue, discard the tissue into trash container, and then perform hand hygiene.
8. Teachers will teach with repetition proper hand washing and sanitizing protocols, mask wearing, social distancing and new procedures that have changed due to COVID-19.
9. Windows will be open as weather permits to increase ventilation. Fans will be used to circulate air as needed in smaller, less ventilated areas.
10. Students and staff must wash hands/sanitize upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after recess, and upon entering and exiting a school bus.

CLASSROOM PROTOCOLS (CONTINUED)

SPECIALS

- Art will take place in the classroom.
- Music will take place on the stage area. Students can socially distance on the gym floor using marked spaces.
- Phys. Ed. will be outside as much as possible. Choose activities that involve limited or no contact. When inside, students must be doing activities which allow them to remain on their socially distanced spaces. These activities could include aerobics, simon says-type games, yoga, etc.
- Guidance will take place in the classroom.

ASSESSMENTS

- Students will be screened using NWEA and other screening tools within the **first month of school** to provide baseline data for class groupings. **Students may not be placed in their traditional grade level classroom depending on what needs they may have.**

**CONNOR SCHOOL
COVID-19
RECESS PROTOCOLS**

- Students will have recess at a designated time with their classroom group.
- There will be no sharing of balls or other portable playground equipment.
- Recess will be outside as much as possible. In the event that recess must be inside, students will remain in the classroom where they will engage in activities that adhere to social distancing and non-sharing of materials but can still allow for social interaction and fun.
- Recess will serve as a designated mask break. Students and staff must practice social distancing while at recess. Some things to consider:
 - Utilize every other swing.
 - Only one student on the slide/ladder at a time.
 - Only one student on the colored play equipment at a time.
 - Encourage activities that limit close contact such as blowing bubbles.
- Students must wash hands/sanitize before and after recess.

CONNOR SCHOOL

MEAL TIMES PLAN

PREPARING FOR IN-SCHOOL MEAL PROGRAM:

- Condiments will be ordered in individual packets.
- Plastic utensils will be used instead of traditional silverware
- The cook will confer closely with the principal to ensure that appropriate PPE and cleaning supplies are stocked and ordered as needed.

DURING MEAL SERVICE:

Meals will be distributed at the serving area by the cook. The cook will be masked and gloved. The point-of-service person and students must wear masks during pickup and drop off of meals.

Pick up of Meals

- Students must wash hands in classroom prior to and immediately after meal time following all classroom hand-washing, social distancing and masking protocols.
- Breakfast will be a bagged breakfast that will be delivered to the classrooms.
- The lunch line will begin at the kitchen window and consist of 4 socially distanced spaces marked out on the floor on the south side of the hallway.
- Students will be dismissed in small groups of 4 or less to report to the kitchen for food pickup. They will take their places on the socially distancing spaces and wait for their turn at the window.
- Milks and utensils will be distributed by the cook along with trays.
- Students will be monitored by the classroom teacher from her doorway and by the point-of-service staff member who checks off each student as they pick up their lunch.
- Once a student returns to the room with their tray, the teacher will send another student who will take their place on the last socially distancing space. This process will continue until all students have received their lunch.
- Students may remove their masks while eating but must maintain a social distance of at least 6 feet.

Drop off of Meals

In place of lining up to return trays, the cook and a helper will utilize the large rolling trash can and rolling cart to visit each classroom, collecting trays. The cook and helper will be masked for and gloved for meal pickup.

1. The cook and a helper will visit upper end classrooms first.
2. Students will come up one by one to dump their tray, depositing empty trays and milk cartons. on the rolling cart. Dirty trays will be dropped off in the kitchen.
3. Cook and helper will wheel the garbage can and rolling cart to top of stairs above lower end. Students will be dismissed from lower end classroom, one student a time to return their tray to the cook where trash will be disposed of and trays will be stacked on cart.
4. The cook and helper will return to the kitchen.

PROPER SANITIZATION OF KITCHEN:

1. All counters and high contact areas must be cleaned and properly sanitized after each meal and routinely during the day.
2. Traditional cleaning/sanitizing policies and procedures must continue to be followed.
3. All trash must be disposed of after each meal.
4. Request any cleaning supplies/PPE from the school as needed.

CONNOR SCHOOL DISMISSAL

BUS DISMISSAL

- Students must wait in classroom at desks for dismissal. Students will be dismissed by order dictated by bus seating plan so that students can load the bus from back to front. This order will be announced each day via youtube video presenting end-of-day announcements.
- Students must wash/sanitize hands prior to boarding the school bus.
- Students must wear masks during dismissal and while on the bus.

PARENT PICKUP

- Please call the school and let us know you plan to pick up your child.
- Parents must remain in the vehicle.
- Please arrive promptly at 2:05. A staff person will be on hand to ensure safe crossing of the parking lot.
- Any parents arriving after 2:05 must wait until after the bus has been loaded before their child will be dismissed.
- Parents should park on the far side of the driveway in order of arrival near the flagpole. Please pull ahead to the greatest extent possible to maximize the flow of traffic.

CONNOR SCHOOL

SPECIAL CONSIDERATIONS FOR DIFFERENT AREAS OF THE SCHOOL

HALLWAY

- Students must wear masks at all times while in the hallway.
- There will be limited lining up in the hallway.
 - Announcements will be streamed within each classroom..
 - The lunch line will allow 4 students at a time to stand at socially distanced intervals. The rest of the students will wait in their classroom for their turn.
 - Students will utilize socially distancing spots and visit the bathroom by classroom as much as possible to allow cleaning in between groups.
 - Students will be dismissed at the end of the day from classrooms.

Bathrooms

- Students must wear masks at all times while visiting the bathroom.
- Students will be allowed in the bathroom 1 student at a time. Protocols will be taught as to how to follow social distancing within the bathroom.
- Teachers and students will be strongly encouraged to adhere to a bathroom schedule to limit more than one classroom being at the bathroom at one time and to allow cleaning in between groups.
- Students must wash hands after using the bathroom following hand washing protocols.

Office

- Students must wear masks at all times while visiting the office.
- Only two people are allowed in the office at one time. This consists of the secretary and one student or staff member. Others must wait in the hallway on designated spots.
- Classrooms will be kept stocked with supplies such as band-aids. Trips to the office by students will be limited.
- There will be no congregating or loitering in the office area.

CONNOR SCHOOL

If Symptoms are Present At School

- The teacher's room will be designated as our official "medical isolation" room in the event that a student exhibits COVID-19 symptoms during the school day.
- The student will be isolated and will wait with one staff person donning the appropriate PPE.
- The parents and the school nurse will be called.
- The principal will be notified.
- Once a student leaves the medical isolation room, that room must be closed off to all students and staff until the room can be properly cleaned and sanitized.
- If an individual is diagnosed as having COVID-19, all areas that have been used by that individual must be closed off until thorough cleaning and sanitization takes place.
- Sick staff members and students must use home isolation until they meet criteria for returning to school.

CONNOR SCHOOL

**COVID-19 RETURN TO SCHOOL
YELLOW PLAN
FOR HYBRID INSTRUCTION**

HYBRID LEARNING

- **2 day In-person learning**

- Monday/Tuesday for Group 1.
- Thursday/Friday for Group 2.
- Wednesday would be utilized for deep cleaning/sanitizing and for teacher prep time to prepare remote learning materials.
- Which grade levels would attend on which day would be decided at a later date.
- In school time will be utilized to provide instruction for core subjects. Math and reading will be the priority followed by social studies and science. Students will receive each specials class one time every two weeks.
- Our traditional grading system will still be used and grades will be collected based on work completed and participation during remote and in-class times.
- We will continue to utilize NWEA and/or other screening tools during in-person learning to create differentiated goals for each student and a progress plan for achieving those goals.
- All other “green plan” protocols (bus, meal times, etc) would remain in place.
- A sample schedule is available on the next page.

- **3 day remote learning**

- Remote learning will take place for students when not in school. This will consist of packets and activities students can access from online platforms such as google classroom.
- Instruction will continue to be carried out on remote learning days by ed. Techs via video conferencing software.
- Students will be strongly encouraged to reach out to teachers for help while working on assignments. Ed. Techs. will have available “office hours” to provide help via video conferencing as well as access to all materials for all students.
- Attendance will still be recorded on remote learning days based on attendance at remote meetings, completion of remote work and checks in at office hours.
- Our traditional grading system will still be used and grades will be collected based on work completed and participation during remote and in-class times.
- Every effort will be taken to ensure that all students have access to the internet and to a tablet or laptop on which to access work.
- Guidance services, counseling, speech, occupational and other therapies/services will continue to take place within this virtual format.

- **Communication**

- Communication between schools and families will continue through weekly newsletter, our school facebook page and our automated phone system in addition to email and regular phone calls.

HYBRID LEARNING SAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:00	Arrival/Breakfast Group #1	Arrival/Breakfast Group #1	No students Deep Cleaning/Sanitizing will take place. Teachers will prep for remote learners.	Arrival/Breakfast Group #2	Arrival/Breakfast Group #2
8:00-11:00 Learning Block #1	Reading/Math Recess Group #1	Reading/Math Recess Group #1		Reading/Math Recess Group #2	Reading/Math Recess Group #2
11:00-11:30	Lunch Group #1	Lunch Group #1		Lunch Group #1	Lunch Group #1
11:30-1:00 Learning Block #2	Social/Studies/Science Recess Group#1	Social/Studies/Science Recess Group#1		Social/Studies/Science Recess Group#2	Social/Studies/Science Recess Group#2
1:00-2:00	Week #1- Art Week #2- Music	Week #1- Phys., Ed. Week #2- Guidance		Week #1- Art Week #2- Music	Week #1- Phys. Ed. Week #2- Guidance
2:10	Dismissal Group #1	Dismissal Group #1		Dismissal Group #2	Dismissal Group #2

CONNOR SCHOOL

COVID-19 RETURN TO SCHOOL
RED PLAN
FOR FULL REMOTE INSTRUCTION

CONNOR SCHOOL REMOTE LEARNING STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILTIES INCLUDE BUT ARE NOT LIMITED TO:

- Every effort will be taken to ensure that all students have access to the internet and to a tablet or laptop on which to access work.
- Remote learning will consist of packets and activities students can access from online platforms such as google classroom.
- Daily instruction will be provided Monday-Thursday via zoom or video format in the core subject areas. Duration of instruction and kinds of instruction will differ based on the age of the child.
- All regular instruction will be completed Monday through Thursday. Friday will be reserved for those students who may need extra help, including but not limited to students in our Title and Special Ed programs, and students who missed meetings that week or did not complete work.
- Students will be strongly encouraged to reach out to teachers and staff for help while working on assignments. Staff will have available “office hours” to provide help via video conferencing, email or by phone.
- Attendance and grades will continue to be recorded based on attendance at remote meetings, completion of remote work and checks in at office hours.

CONNOR SCHOOL REMOTE LEARNING STAFF RESPONSIBILITIES

STAFF RESPONSIBILTIES INCLUDE BUT ARE NOT LIMITED

TO:

PRINCIPAL

- Will serve as communications director between families and the school.
- Will help with any technology issues that arise from staff or families.
- Will supervise and provide feedback on daily instruction meetings with students.
- Will attain supplies/materials as needed.
- Will keep the school facebook page updated
- Will hold meetings with staff and parents as often as needed to answer questions and address concerns.
- Will seek out professional development opportunities for teachers to allow them to learn new skills that will assist them in their remote learning assignments.

TEACHERS

- Teachers will provide daily instruction Monday-Thursday via zoom or video format in the core subject areas. Duration of instruction and kinds of instruction will differ based on the age of the child.
- Friday will be reserved for preparing remote learning packets/materials/lessons for the following week and meeting with students who may need extra help. These students include but are not limited to students in our Title 1 and Special Ed. programs, students who have struggled with that week's concepts and need extra help, and students who missed classes that week and need to make up work. Teachers may also engage in professional development activities on Fridays to help them become more effective distance learning teachers.
- Teachers will continue to keep records on attendance and grading.
- Specials teachers will be encouraged to set up their own zoom meetings/video learning as their subject area allows in combination with sending home learning materials for students.

ED TECHS

- Ed techs will have a copy of each grade level's learning materials so that they may be effective at providing help to any student who may need it, regardless of grade.
- Ed. Techs. will have available "office hours" each day to provide help via video conferencing, email or by phone.
- Ed techs will assist teachers in preparing distance learning materials and lessons.
- Ed techs will assist teachers in correcting work as it is passed in.
- Ed. techs will assist teachers in keeping records such as attendance and grades.

- COOK
 - will continue to provide meals within the guidelines set forth by Maine Child Nutrition and the USDA.
- BUS DRIVER
 - will deliver meals as long as they are available to our community.
 - Maintain the school building and property.
 - Will assist the cook with the packing of meals.
 - .May also be called on to assist with with student check-ins.
- SECRETARY
 - will continue to maintain records.
 - Will create and distribute a weekly newsletter to our families.
 - Will keep the school facebook page updated with current information
 - Will assist the principal with filing, record keeping, communication and other tasks.
- JANITOR
 - will regularly clean common areas such as hallways, bathrooms, office (2X per day)
 - Will sweep, clean surfaces and disinfect classroom 1X per day.
 - Will check daily and clean other, less used areas of the school as needed.

**CONNOR SCHOOL
REMOTE LEARNING
PARENT RESPONSIBILITIES**

**PARENT RESPONSIBILTIES INCLUDE BUT ARE NOT
LIMITED TO:**

- Become familiar with distance learning tools such as zoom, google classroom, youtube and other platforms teachers may share with you.
- Communicate often with teachers and/or principal with questions/concerns.
- Help your child establish and stick to a routine.
- Provide a quiet place with few distractions for your child to join in on their classes.
- Check-in with your child on their learning frequently.
- Help your child connect with their teacher for classes.